



# COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

## CORRECTIONAL LIEUTENANT

Job Number: 20000640

Job Code: 22030V161016

Job Group: 2200 - CORRECTIONS

Job Established: 06/16/1982

Job Revised: 10/16/2016

Grade: 11 Salary (MIN - MID):

\$13,581-\$17,990 - Hourly

\$2,206.92-\$2,923.38 - 37.5 Hr. Monthly Salary

\$2,354.04-\$3,118.28 - 40 Hr. Monthly Salary

Special Entrance Rate:

\$16,154 - Hourly

\$2,625.04 - 37.5 Hr. Monthly Salary

\$2,800.00 - 40 Hr. Monthly Salary

### **PROBATIONARY PERIOD:**

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

**CHARACTERISTICS OF THE JOB:** *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Supervises correctional officers and correctional sergeants for multiple institutional areas, or in a unit, OR performs specialized investigatory and institutional adjudicatory functions, OR serves as supervisor of institutional operations and supervises a shift in the absence of a Shift Captain or a unit in the absence of a Unit Administrator. Performs custodial security functions; and performs other duties as required.

### **MINIMUM REQUIREMENTS:**

#### **EDUCATION:**

High school graduate.

#### **EXPERIENCE:**

Must have two years of experience in corrections, law enforcement, criminal justice or social work dealing with the rehabilitation of offenders.

#### **Substitute EDUCATION for EXPERIENCE:**

An associate's degree from a college or university in corrections, criminal justice, law enforcement or a related field will substitute for six months of the required experience. A bachelor's degree from a college or university in corrections, criminal justice, law enforcement or a related major field will substitute for one year of required experience.

#### **Substitute EXPERIENCE for EDUCATION:**

NONE

#### **SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):**

Must be twenty-one years of age.

**EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION:** *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Investigates disciplinary reports. Supervises planned use of force. Handles routine disciplinary problems. Investigates all unusual occurrences such as attempted escapes, assaults, extortion, contraband or criminal activity. Supervises transportation of inmates. Responsible for sanitation and maintenance in a unit. Counsels inmates/patients on institutional policy and procedure. Supervises searches of inmates/patients and their property. Serves on institutional committees. Interprets policy and procedure memoranda. Investigates and adjudicates inmate violations of institutional policy. Coordinates staff activities during emergency situations. Conducts institutional inspections on security, sanitation and institutional logs. Serves as adjustment committee chair.

**UNIQUE PHYSICAL REQUIREMENTS:**

Must be able to physically respond to an emergency situation. Assist in an evacuation or rescue, bend, lift, run or walk swiftly in order to physically disrupt fights between inmates and/or residents or intervene in a combative situation to protect fellow employees from the threat of harm or actual harm at the hands of an inmate and/or resident. Must possess the physical agility to secure an inmate and/or resident with handcuffs and/or ankle chains, or other restraints, and, if necessary, to engage in forced movement of inmates and/or residents from one location to another.

**TYPICAL WORKING CONDITIONS:** *Incumbents in the job will typically perform their job duties under these conditions.*

Work environment is hazardous due to working in a state correctional facility with convicted felons.

**ADDITIONAL REQUIREMENTS:**

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

*THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.*